

Capital Projects/Facilities Director



Job Code: 3060
Grade: 137
Reports to: Director of Public Works & Engineering
Salary Range: \$75,940 - \$119,055
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Highly responsible professional position overseeing comprehensive City facilities and capital projects management; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs complex technical and difficult administrative work supervising the maintenance and repair of buildings and related equipment. Work is performed under administrative direction with wide latitude for independent judgment in making technical and procedural decisions with respect to directing the program of maintenance and repair of municipal buildings and facilities. Work is reviewed through conferences, reports, and evaluation of results achieved. Supervision is exercised over maintenance staff.

ESSENTIAL FUNCTIONS

Planning, directing and supervising building repair and maintenance; ensuring compliance with standards and codes; securing maintenance and repair supplies and equipment; preparing and maintaining appropriate records and files; preparing reports.

EXAMPLES OF WORK

- Plans, organizes, and directs electrical, telephone system, heating and plumbing systems maintenance and renovation required in building, equipment, and grounds.
- Develops preventive maintenance programs for facilities.
- Implements preventive maintenance programs utilizing private contractors and maintenance personnel.
- Administers capital projects with respect to overall construction, maintenance, and consulting contracts.
- Obtains price quotations from outside contractors for maintenance and repair contracts.
- Prepares requests for proposals for capital architectural and consulting engineering services.
- Reviews and develops bid specifications for major renovation and repair projects.
- Reviews and monitors work for compliance with environmental and safety programs.
- Reviews and monitors compliance with building codes.
- Prepares funding recommendations of cost centers for budget.
- Prepares all local, State and Federal mandated reports.
- Prioritizes all repair jobs which must be performed by outside contractors and advises City Administration on project(s) progress and any associated areas for concern accordingly.
- Recommends supplies and equipment for purchase and maintains the inventory of tools, equipment and supplies in department.
- Examines City owned facilities on a regular basis for the purpose of preventive maintenance, renovation and repair requirements, and/or improving functional efficiencies and resource utilization.
- Ensures compliance with all procurement procedures.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the practices, methods, materials, tools and equipment used in building and grounds maintenance and repair; thorough knowledge of hazards and safety precautions associated with the work; thorough knowledge of principles and practices and capital projects management and contracts administration;

thorough knowledge of applicable codes, pertinent inspection and safety requirements; general knowledge of building codes and other applicable regulations; ability to recognize and diagnose problems; ability to make time and materials estimates; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to work from sketches, blueprints and drawings; ability to maintain records; ability to establish and maintain effective working relationships with associates.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Business Management, Construction Management, Public Administration, or related field. Five (5) to seven (7) years of progressively knowledgeable and responsible experience in facilities management functions involving construction, maintenance and repair activities, the majority of which shall have been acquired in a managerial capacity, to include capital projects and associated contracts administration; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, and feeling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.